

**ARTICLE 15.**

**HOURS**

**Section 1. General.**

The following shall be the regular established work schedule for the employees covered by this Agreement and shall remain in effect, except that the Chief may make no more than one change per section per contract, and then only after sixty (60) days notification in writing to the Union unless exemption to notification is provided herein. Any additional changes must be made by mutual consent between the City and the Union. During a sixty (60) day notification period, the Union shall be given the opportunity to meet and confer with the Chief and register any objection it may have to the change of hours.

**Section 2. Emergency Medical Technicians (Regular) and Communications.**

Emergency Medical Technicians and Emergency Medical Service Communications Division personnel shall work the following regular hours.

A. An average forty two (42) hour work week.

B. The work period is four (4) consecutive weeks or twenty-eight (28) days beginning at 7:00 a.m. Sunday and ending twenty-eight (28) days later. The work shift shall begin at 7:00 a.m. and end at 7:00 a.m. the following day, consisting of twenty-four (24) consecutive hours.

**42 Hour Work Week - Schedule for One Employee**

S	M	T	W	TH	F	S
17	7	OFF	OFF	17	7	OFF
OFF	17	7	OFF	OFF	17	7
OFF	OFF	17	7	OFF	OFF	17
7	OFF	OFF	17	7	OFF	OFF

One (1) work shift shall equal two (2) twelve (12) hour working days for administrative purposes (sick leave, annual leave, disciplinary action, military leave, etc.)

Personnel may not work more than twenty-four (24) continuous hours, except if personnel are on a response at shift change. Personnel must have twenty-four (24) hours off prior to working. This applies to overtime and trading time.

Vacation scheduling must be equalized throughout the year.

C. The Chief shall have the right to schedule a separate group of employees on a power shift schedule provided that the schedule does not exceed an average forty-two (42) hour work week. No individual power shift work shift shall exceed twelve (12) hours. No more than

four (4) power shift work shifts will be scheduled in any seven (7) calendar day week period. The Chief's right to implement such a shift shall be limited to or by the following conditions:

1. The Fire Chief and the Union shall negotiate on the specific shift schedule to be implemented and the impact of such a schedule. In the event the Fire Chief and the Union do not reach a full agreement on the schedule, the unresolved issues shall be submitted to a binding arbitration procedure as provided in the statutory provision of Sections 174.154, 174.155, and 174.157 through 174.164 (Texas Local Government Code) as such sections exist at the date of this contract. No other provisions in said Chapter shall be applicable to the partial re-opener provided for in this Article;
2. Additional EMS units must be placed into service by the City beyond twenty-three (23) units prior to establishing a permanent power shift schedule pursuant to this section; and
3. All slots must represent new positions, and shall be filled from volunteers, or from promotions.

Each paramedic actually working a power shift schedule pursuant to this section and on a straight time basis for one-half (1/2) or more of any calendar month shall be entitled to shift differential pay in the amount of three hundred and fifty dollars (\$350) for the full month. No partial payment shall be made for working less than one-half (1/2) of the calendar month. Time taken by an employee on Sick Leave or LOD Leave while assigned to a power shift work schedule shall not be counted as time working for the purpose of eligibility to receive shift differential pay.

Nothing in this section shall preclude the Fire Chief from establishing or continuing any power shift or peak period staffing schedule on an overtime basis.

### **Section 3. Specified Employees in the Fire Department Repair Shops.**

For employees assigned to the Fire Department Repair Shops, the work day shall begin at 7:45 a.m. and end at 4:30 p.m. each work day, Monday through Friday, with forty-five (45) minutes for lunch, and two (2) fifteen (15) minute breaks, one (1) in the morning and one (1) in the afternoon.

### **Section 4. Fire Fighting.**

Employees assigned to the Fire Fighting Division or Aviation Division, shall work the following regular hours:

An average fifty-six (56) hour work week. The work period is three (3) consecutive weeks or twenty-one (21) days beginning at 9:00 a.m. Sunday and ending twenty-one (21) days later. The work shift shall begin at 9:00 a.m. and end at 9:00 a.m. the following day, consisting of twenty-four (24) consecutive hours. One (1) work shift shall equal two (2) working days.



## 56 Hour Work Week - Schedule for One Employee

S	M	T	W	TH	F	S
15	9	OFF	15	9	OFF	15
9	OFF	15	9	OFF	15	9
OFF	15	9	OFF	15	9	OFF

### Section 5. ~~Arson Employees~~Investigations.

A. Arson Investigators. Employees assigned to the Arson Division shall work the following regular hours, with the exception of the ~~Captain Supervisors~~ assigned to Arson who shall work a forty (40) hour, ~~four~~five (45) day work week as approved by the division head:

~~A. 1~~ A forty (40)-hour, ten (10)-hour-per-day, four (4) day work week;

~~B. Said work week shall consist of two (2) shifts consisting of the day shift and evening shift. The shifts are broken down as follows:~~

~~The Day shift shall be made of a Monday—Thursday rotation, and a Tuesday—Friday rotation. The total number of Day shift rotations shall equal the number of two (2) person teams, minus the two (2) weeks of Evening shift referenced below.~~

~~The first rotation of the day shift shall be worked from 7:00 a.m.—5:00p.m., Tuesday—Friday for the number of weeks determined by the personnel assigned to the Arson Bureau, and work 7:00 a.m.—5:00 p.m. Monday—Thursday for the remaining number of weeks comprising the Day shift.~~

~~Evening shift—— 4 p.m.—2 a.m. for 2 weeks total / 1 week Wed.—Sat.  
/ 1 week Sun.—Wed.~~

~~The two (2) Lieutenants assigned to Arson will work a forty (40) hour, ten (10) hour per day, four (4) day work week, the rotation to be determined by the Division Head.~~

2. Said work week shall consist of (4) workdays starting at 7:00 a.m. and ending at 5:00 p.m.

3. The work week shall be on a rotation basis as listed below; the number of weeks in the rotation shall expand or contract based upon the number of investigators assigned to the Arson Division

Week	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

~~C. The number of weeks between team rotations shall equal the number of two (2) person investigator teams.~~

~~D.~~ 4. Employees assigned to Arson shall be allowed a thirty (30) minute lunch break. While on this lunch break, the employee shall be subject to call, and the missing of this lunch break because of the press of business shall not be grounds for overtime payment nor shall it be the basis for a grievance.

~~E.~~ 5. In the event an arson investigator is required, when none is scheduled or when the scheduled personnel are not available to respond, s/he shall be called back to work on a rotating basis and compensated as specified by this Agreement.



F. 6. Arson investigators who are mandated to serve on scheduled stand-by shall be compensated at the rate of two (2) hours of overtime pay or actual time worked, whichever is greater. This provision applies whether or not the employee is actually called back to work.

7. Additional personnel assigned to the Arson Division shall be scheduled at the discretion of the Fire Chief, or her/his designated representative.

B. Fire Investigators. Employees assigned to the Fire Investigation Division shall work the following regular hours:

1. Employees assigned to the Fire Investigation Division shall work the Fire Fighting Division schedule as set forth in Article 15, Section 4.

2. Supervisors assigned to Fire Investigation Division will work either the Fire Fighting Division schedule or a forty (40) hour, ten (10) hour per day, four (4) day work week, to be determined by the Division Head.

3. Additional personnel assigned to the Fire Investigation Division shall be scheduled at the discretion of the Fire Chief, or her/his designated representative.

#### **Section 6. Employees Assigned to Specialized Training.**

A. Employees assigned or detailed to Emergency Medical Training shall have their hours scheduled at the discretion of the Emergency Medical Service Director as long as the scheduled hours do not exceed a forty (40) hour work week over the duration of the training period. The Emergency Medical Director may implement any schedule, provided that it is in accordance with and permitted by the provisions of the Fair Labor Standards Act, and any regulations thereunder.

B. Employees assigned or detailed to specialized training, i.e., HazMat, National Fire Academy, E.M.T., etc., shall not lose any of their standard rate of pay, i.e., F.L.S.A. overtime, as per their regular assignment. Total hours worked may not exceed current F.L.S.A. cycle average and such employee's schedule will be adjusted to compensate for reasonable travel (most direct route and most expedient mode) and class time required while on specialized training.

C. Employees assigned or detailed to Paramedic Training are considered part of the E.M.S. Division and are covered by F.L.S.A. guidelines relative to a forty (40) hour work week.

#### **Section 7. Airport Coordinator, and Other Uniformed Employees.**

A. Airport Coordinator and all other uniformed employees not specifically mentioned before shall work the following hours: A forty (40) hour work week, Monday through Friday, beginning at 7:45 a.m. and ending at 4:30 p.m. each day, with forty-five (45) minutes for lunch and two (2) fifteen (15) minute breaks, one (1) in the morning and one (1) in the afternoon.

- B. With regards to any of the employee groups mentioned in A. above, the Fire Chief may, at his/her discretion, authorize a four (4) day work week. In such an event, said employees shall be scheduled to work a forty (40) hour, ten (10) hours per day, four (4) day work week from 7:00 a.m. to 5:00 p.m., which four (4)-day period shall be scheduled between Monday and Friday.

**Section 8. Fire Prevention.**

- A. The Fire Marshall and Division Chiefs shall have the option to work a forty (40) hour work week, Monday through Friday, beginning at 7:45 a.m. and ending at 4:30 p.m. each day, with forty-five (45) minutes for lunch and two (2) fifteen (15) minute breaks, one (1) in the



morning and one (1) in the afternoon or a forty (40) hour, ten (10) hour per day, four (4) day work week beginning at 7:00 a.m. and ending at 5:00 p.m. Monday through Friday.

- B. The Fire Chief shall implement a four (4) day work week in Fire Prevention for operational employees (Inspectors and Community Safety & Education assigned personnel) pursuant to subsection C below.
- C. In such event, said employees referenced in subsection B, Operation Employees (Inspections and Community Safety & Education assigned personnel), shall be scheduled to work a forty (40) hour, ten (10) hours per day, four (4) day work week, beginning at 7:00 a.m. and ending at 5:00 p.m., which four (4) day period shall be scheduled between Monday and Friday. Employees under such schedule shall be entitled to a thirty (30) minute lunch break under the same provision in Section 5(D).

**Section 9. Transfer from One Shift Schedule to Another.**

An employee who is transferred and, as a result, changes from one shift assignment to another (e.g., twenty-four (24) hour shift to eight (8) hour shift) shall have a minimum of eighteen (18) hours off from the time s/he completes her/his last shift on her/his original schedule until the time s/he must report for duty on the new schedule to which s/he is assigned. No overtime shall accrue to any individual transferred in conformance with this section.

**Section 10.**

The provisions of this Article can be changed by mutual agreement between the City and the Union.

Date: \_\_\_\_\_

\_\_\_\_\_  
For the City

\_\_\_\_\_  
For the Association





ARTICLE 22.

INCENTIVE PAY

**Section 1. Educational.**

- A. Fire Fighters holding certain Associates, Bachelors, or Masters degrees shall receive educational incentive pay. The degrees shall be from an accredited learning institution of higher education recognized by the State Board of Education in the State in which the college resides and accredited by the Southern Association of Colleges and Schools or a similar accrediting organization recognized by the United States Department of Education.
1. Fire Fighters holding an Associate's Degree shall receive one hundred eighty five dollars (\$185.00) per month.
  2. Fire Fighters holding a Bachelor's Degree shall receive two hundred ninety dollars (\$290.00) per month.
  3. Fire Fighters holding a Master's Degree shall receive three hundred and ten dollars (\$310.00) per month.
- B. Employees may submit degrees by January 1, April 1, July 1, and October 1 of each year to be eligible for the educational incentive payments the beginning of the following quarter (Jan. 1, Apr. 1, July 1, and Oct. 1). Payments called for hereunder shall be made in accordance with current payroll policies of the City.

The City shall provide \$75,000 each year to fund a Tuition Reimbursement Program. Tuition reimbursement funds shall not carry over to the next fiscal year. The Tuition Reimbursement Program shall be implemented and administered in accordance with Department policy or its successor. In the event that employees have received or will receive funding from another source such as grants, scholarships, etc., including receipt of state funding for fire science courses, tuition reimbursement shall become a secondary source of funding and shall not serve as double payment for tuition expenses.

Fire Fighters shall be entitled to receive reimbursement for tuition, fees, on-campus parking and the price of required text(s) at a college or university for course hours in an accredited degree program. Reimbursement shall be made in accordance with the following schedule:

Course Grade	Amount of Reimbursement
A	100%
B	90%
C	80%
D or F	0

Such reimbursements for tuition and fees shall not exceed amounts set by Texas state-supported institutions for similar or related courses and shall only be paid at Texas residency rates.

Section 2. ~~HAZ-MAT Incentive. Special Operations Unit Assignment Pay~~

~~Personnel assigned to the Hazardous Material (Haz Mat) Team shall receive a \$100.00 per month incentive during their active assignment.~~

~~Employees initially assigned to any of the following units shall receive fifty (\$50) dollars per month until such time the employee is deemed qualified by the Fire Chief. The employee must be assigned for more than one-half of the month to qualify for this incentive. No partial payment shall be made for working one-half (1/2) or less of the calendar month.~~

~~Personnel assigned to the following units shall receive a \$100 dollars per month incentive during their active assignment:~~

~~Hazardous Material Team  
Technical Rescue Team  
Aviation  
Wildfire Team~~

Section 3. **E.M.T. Certification Pay.** It is the Parties' intent that as of October 1, 2024 certain certification pay is reallocated to Employees' base salary.

- A. Employees holding a Basic E.M.T. certificate obtained from the State and as a result of having completed a City-approved course of instruction shall receive the following incentive payments based upon years of service beginning with the 5<sup>th</sup> year of service as a Basic E.M.T. (EMT-B) with the City for as long as certification is maintained and the employee is authorized to perform by the Medical Director:

~~Beginning of certification through 4 years of service as a Basic E.M.T. \$ 60.00 per month~~

~~Beginning of 5th year through 8th year of service as a Basic E.M.T. \$110.00 per month~~

~~Beginning of 9th year of service as a Basic E.M.T. \$160.00 per month~~

Effective October 1, ~~2024~~2012:



**City Proposal 8.23.24**

~~Beginning of certification through 4 years of service as a Basic E.M.T. \$ 75.00 per month~~

Beginning of 5th year through 8th year of service as a Basic E.M.T. \$~~50~~125.00 per month

Beginning of 9th year of service as a Basic E.M.T. \$1~~00~~75.00 per month

- B. If a paramedic transfers out of paramedic duties in EMS, Communications or Aviation to function as a Basic E.M.T., and has continuously maintained her/his certification as a paramedic or obtains a Basic E.M.T. certification, then all prior service as a paramedic in EMS, Communications, or Aviation shall be counted toward determining the level of incentive to which s/he would be entitled.

**Section 4. E.M.T. Training for Non-Certified Employees.**

The City shall train sixty (60) employees in E.M.T. certification whose initial employment date was prior to January 1, 1979, or who do not currently possess an E.M.T. certification. Training will be offered in order of seniority and will be paid for by the City. The Chief shall have the right to adjust work schedules of employees receiving training in order to best accomplish this mission.

**Section 5. Paramedic Certification Pay.** It is the Parties' intent that as of October 1, 2024 certain certification pay is reallocated to Employees' base salary.

- A. Employees attending the initial paramedic training course shall receive \$50 per month until such time they become eligible for paramedic incentive pay. The employee must be assigned to the class for more than one-half of the month to qualify. No partial payment shall be made for attending one-half (1/2) or less of the first calendar month of the initial paramedic training course.
- B. All employees who are certified by the State and as a result of having completed a City-approved course of instruction as Paramedics and who actually work in EMS, Communications, and/or Aviation, and maintain authorization by the Medical Director shall receive the following incentive payments based upon years of service as a Paramedic with the City:

~~Beginning of assignment through 4 years of service as a Paramedic \$200.00 per month~~

~~Beginning 5th year through 8th year of service as a Paramedic \$250.00 per month~~

~~Beginning 9th year of service as a Paramedic \$300.00 per month~~

Effective October 1, ~~2024~~2012:

Beginning of assignment through 4 years of service as a Paramedic ~~\$250~~175.00 per month

Beginning 5th year through 8th year of service as a Paramedic ~~\$225~~300.00 per month

Beginning 9th year of service as a Paramedic ~~\$275~~350.00 per month

- C. Unless otherwise specified in this Article, these amounts shall be paid to the Paramedic for so long as the individual is employed by the Department and actually works as a Paramedic in EMS, Communications, and/or Aviation. (The use of administrative leave shall not be cause to deny incentive pay under the previous sentence. However, a Paramedic who has expended all available sick leave and is thus either eligible for or actually utilizing the provisions of Article 24, Volunteering for Injured Firefighters, will no longer be entitled to receive incentive pay.)



- D. Should a Paramedic transfer or be assigned to a position outside of EMS, Communications, and/or Aviation and yet maintains her/his Paramedic certification, s/he shall be entitled to E.M.T. certification pay but not Paramedic certification pay.
- E. Should a Fire Fighter receive training on her/his own time and at her/his own expense at a City-approved school, s/he shall be eligible for E.M.T. certification pay.
- F. If a Paramedic leaves EMS, Communications, and/or Aviation and later returns, and if said employee has continuously maintained her/his certification as a Paramedic, then all prior service as a Paramedic in EMS, Communications, or Aviation shall be counted toward determining the level of incentive to which s/he would be entitled.
- G. Each E.M.T. or Paramedic assigned to EMS, Communications, or Aviation working an applicable shift for one-half (1/2) or more of any calendar month shall be entitled to the incentive pay as previously provided for that assignment for the full month. No partial payment shall be made for working less than one-half (1/2) of the calendar month.

**Section 6. Firefighting Division Paramedic Certification Pay.** It is the Parties' intent that as of October 1, 2024 certain certification pay is reallocated to Employees' base salary.

- A. Effective October 1, ~~2024~~<sup>2012</sup>, all employees who are certified by the State and as a result of having completed a City-approved course of instruction as Paramedics and who actually work as a Paramedic in the Firefighting Division, and maintain authorization by the Medical Director shall receive the following incentive payments based upon years of service as a Paramedic with the City:

Beginning of assignment through 4 years of service as a Paramedic \$~~751~~<sup>50</sup>.00 per month

Beginning 5th year through 8th year of service as a Paramedic \$~~1252~~<sup>00</sup>.00 per month

Beginning 9th year of service as a Paramedic \$~~1752~~<sup>50</sup>.00 per month

- B. Unless otherwise specified in this Article, these amounts shall be paid to the Paramedic for so long as the individual is employed by the Department and actually works as a Paramedic in the Firefighting Division. (The use of administrative leave shall not be cause to deny incentive pay under the previous sentence. However, a Paramedic who has expended all available sick leave and is thus either eligible for or actually utilizing the provisions of Article 24, Volunteering for Injured Firefighters, will no longer be entitled to receive incentive pay.) An employee receiving paramedic certification pay under this Section shall not be entitled to E.M.T. pay.
- C. All prior service as a Paramedic in EMS, Communications, or Aviation shall be counted toward determining the level of incentive to which s/he would be entitled if said employee has continuously maintained her/his certification as a Paramedic.